



**Charter Agreement Amendment Guidelines
For Charter Schools Authorized by
The Mayor's Office of Indianapolis**

July 2014

Charter Agreement

If an organizer's Board of Directors (Board) plans to make **any** changes to the charter school in the following categories, the Board shall submit to the Director of Charter Schools a request for a charter agreement amendment:

1. Location of school
2. Enrollment structure (e.g., grades offered at the school)
3. Entry into contract with Charter Management Organization (CMO), Educational Management Organization (EMO), or Educational Service Provider (ESP) if such arrangement is new for the charter school

If the Board plans to make a **material** change to the charter school in the following categories, the Board shall submit to the Director of Charter Schools a request for a charter agreement amendment:

	Material (amendment necessary)	*Immaterial (amendment not necessary)
Governance/Organizational Structure	<ul style="list-style-type: none"> Change in bylaws: e.g., increase in number of trustees, incorporation of term limits, adoption of policies for remote meeting attendance, etc. 	<ul style="list-style-type: none"> Adoption or termination of trustees, school leaders, or staff Addition of committees Meeting schedule or logistics (so long as they abide by current bylaws)
Enrollment Capacity	<ul style="list-style-type: none"> Increase in enrollment to more than 110% of projected enrollment or decrease in enrollment to less than 90% of projected enrollment 	<ul style="list-style-type: none"> Increase in enrollment to less than 110% of projected enrollment or decrease in enrollment to between 90% and 100% of projected enrollment
Contract with Charter Management Organization, Educational Management Organization, or Educational Service Provider (ESP)	<ul style="list-style-type: none"> Change in conditions of contract: e.g., the CMO will no longer be responsible for marketing. Change in term of contract: e.g., moving from a 3-year contract to a 5-year contract 	<ul style="list-style-type: none"> Change in personnel structures within the CMO, EMO, or ESP
Charter School Facility	<ul style="list-style-type: none"> Change in ownership or lease arrangement of facility 	<ul style="list-style-type: none"> Renovations of current facility: e.g., building a new wing or repurposing a current room
Budget and Finances	<ul style="list-style-type: none"> See information on enrollment above 	<ul style="list-style-type: none"> Change in personnel or internal structures Change in provider for financial support



Academic or Instructional Programming	<ul style="list-style-type: none">• Change in school mission: e.g., moving from a “STEM-based” mission to one focused on “leadership development”• Change in school goals: includes all goals documented in charter as well as the assessment methods used to measure them• Change in educational model and/or curriculum: Core Knowledge, Project Lead The Way, Advanced Placement, International Baccalaureate, dual credit, certification, etc.• Change in number of instructional days on annual calendar (e.g., moving from 180 instructional days to 190)	<ul style="list-style-type: none">• Adjustments to course sequence or daily course schedule (so long as the same credits and core classes are offered)• Addition of remediation or enrichment services (e.g., offering an after-school club to target skill deficits or incorporating capstone projects into curriculum)• Changes in staffing structure (e.g., the number of Title I teachers, classroom aids, and delegation of instructional assignments)• Change in curriculum materials (e.g., textbooks and online programs)
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***Note:** Although the examples in the “Immaterial” category do not require an amendment, any changes that occur within the school should continue to be communicated to the Mayor’s Office during quarterly compliance meetings and in required compliance documentation. Also, these are general guidelines; the Director of Charter Schools has the final say in regards to what amendments are necessary.

Charter Amendment Timeline

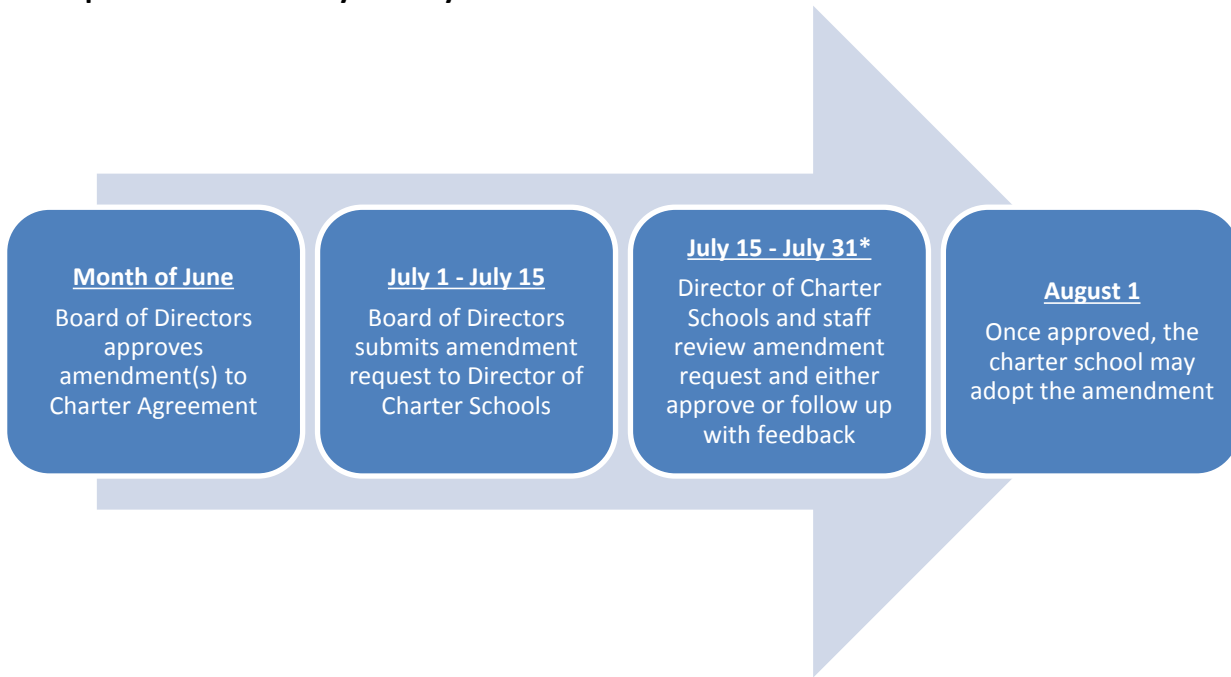
Unless noted in the “Immediate Amendment Required” list below, all amendments should be submitted during one of two open windows. Any amendment requests submitted outside of the windows will be postponed and reviewed during the next open window, at the discretion of the Director of Charter Schools. Again, since this document is intended to serve as a guideline, it is essential to keep analysts informed of any potential changes to the charter, as they can assist in ensuring the correct process is followed.

Window 1 for Charter Agreement Amendments: July 1 – July 15

Window 2 for Charter Agreement Amendments: January 1 – January 15



Sample Timeline for July 1 – July 15 Window



Immediate Amendment Necessary

All charter amendments should be submitted in one of the windows listed above. However, in the following situations, an amendment should be submitted to the Director of Charter Schools immediately:

- Entry into, or termination of, contract with CMO, EMO, or ESP
- In rare situations, the Director of Charter Schools may determine that an immediate amendment is necessary



Sample Amendment Template (also found on OEI's website: oei.indy.gov)

AMENDMENT NUMBER [#]

This Amendment Number [#] (the "Amendment") is made and entered into this ___ day of ____, 20__, by and between the Mayor of the Consolidated City of Indianapolis, Marion County, Indiana (hereafter, the "Mayor"), and [Name of c3]. (hereafter, the "Organizer").

Section 1

Recitals

A. The Mayor and the Organizer entered into the Charter on [Month] [Day], [Year], thereby permitting the Organizer to maintain and develop [Name of School].

B. The parties wish to reflect in this Amendment their agreement to modify or waive certain provisions of the Charter.

Section 2

Agreement

The parties, in consideration of the mutual promises, representations, and covenants herein, agree as follows:

Section 2.1 [Section Title] of the [Charter, Attachment __, etc., depending upon the document being amended] is hereby amended to read as follows:

[Add amended changes here.]



Section 2.2 All other terms and conditions of the Charter School Agreement, including prior amendments remain in full force and effect in the same manner as set forth therein.

IN WITNESS WHEREOF, the parties hereto have executed the Charter as of the day and year stated below.

Duly Authorized Representative of
[Name of c3]

Duly Authorized Representative of
The Mayor of the Consolidated City of
Indianapolis, Marion County, Indiana

By:_____

[Board Chair Name], Board Chairperson

By:_____

Brandon Brown, Director of Charter Schools

[Month Day, Year]